



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

INVESTMENT OFFICER II, CalSTRS

\$5,831.00 - \$7,087.00

COMMUNITY PROGRAMS BRANCH

CALIFORNIA ORGANIZED INVESTMENT NETWORK (COIN)

SACRAMENTO

RESPONSIBILITIES:

Under the general supervision of the Deputy Commissioner, Community Programs and the leadership of an Investment Officer III, the incumbent serves on a team providing investment consultation between the California Department of Insurance (CDI), the insurance industry, community affordable housing and economic development organizations, and community advocates and facilitates COIN's Community Development Financial Institutional (CDFI) Tax Credit Program. Researches and compiles data; analyzes and evaluates risks; and reports findings and recommendations to COIN leadership, insurers, and non-profit and for-profit organizations in support of CDI and COIN's mission, vision, and strategic objectives. Incumbent may serve as a team lead to other COIN staff in the absence of an Investment Officer III.

DESIRABLE QUALIFICATIONS:

- Possess strong analytical and critical thinking skills
- Demonstrated ability to exercise sound judgment
- Proficiency in speaking to large groups
- Three or more years developing and executing marketing campaigns using print and social media
- Proficiency with Microsoft Office software programs: Word, Excel, Access and PowerPoint
- Demonstrated ability to create and manage sophisticated financial tools including, but not limited to, pivot tables, charts, regressions, Monte Carlo and/or Black Shoals
- Three or more years of experience performing company/fund/investment valuations using public company comparables, precedent transactions and discounted cash flow models.
- Proficiency in creating five-year financial projections for tax credits, loans, equity-like debt instruments, and equity investments.
- Proficiency with using a Bloomberg terminal
- Ability to interact successfully in a team environment
- Demonstrated ability to express ideas and information clearly, accurately, and in an organized manner both verbally and in writing
- Ability to multi-task with changing priorities
- Ability to meet multiple deadlines
- Willingness to travel overnight and statewide by car, bus, train and airplane

07/30/12 SS

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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WHO MAY APPLY:

Applications will be accepted from current State employees at the Investment Officer II (CalSTRS) level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

APPLICATION PROCEDURE:

Send a completed standard State of California application and a "Statement of Qualifications" to Sophia Santiago, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "INVESTMENT OFFICER II #413-184-7339-XXX" on the State application.** For additional information, please contact (916) 492-3310 or sophia.santiago@insurance.ca.gov.

FINAL FILING DATE: **Monday, August 6, 2012 by 5:00pm – Close of Business**

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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